

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD  
OF  
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 28th day of September 2016 at the Water Pollution Control Center

**PRESENT:** Commissioner Robert B. Cliffe, Chairman  
Commissioner Wright H. Ellis, Vice-Chairman  
Commissioner Steve Broderick  
Commissioner Mark C. Crocker

**EXCUSED:** Commissioner Joel M. Maerten  
Commissioner Lee Wallace  
Robert P. Lannon, GHD Consulting Services

**ALSO PRESENT:** Thomas W. Blodgett, Administrative Director, NCSD #1  
Suzanne-Marie C. Fulle, NCSD #1  
Joanne M. Teixeira, NCSD #1  
John T. Timkey, Chief Operator, NCSD #1  
Anthony J. Nemi, Liaison, Niagara County Legislature  
P. Andrew Vona, Attorney for District  
Teresa Misiti, GHD Consulting Services

Chairman Cliffe called the meeting to order at 4:00 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by Mark C. Crocker, it was resolved that the minutes of the August 31, 2016 meeting be approved as presented. This motion was carried.

Upon motion duly made by Mark C. Crocker and seconded by Wright H. Ellis, it was resolved that the following vouchers be paid from their respective accounts:

**FORWARDED**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Bytronics	Digging Notifications	25.30
Dig Safely	Digging Notifications	87.00
National Fuel	Plant	69.11
National Fuel	Shawnee Road PS	21.60
National Fuel	Townline Rd PS	14.94
National Grid	East Canal Rd PS	788.87
National Grid	Plant	6,226.97
National Grid	Mapleton Rd PS	122.28

National Grid	Moyer Lift PS	47.64
National Grid	Shawnee Road PS	158.02
National Grid	Tonawanda Creek Rd PS	310.72
National Grid	Townline Rd PS	356.73
National Grid	2044 Niagara Falls Blvd (meter)	21.68
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Ton Creek Road (May & June 2016)	461.72
Niagara County Public Works	Elec Supply - Mapleton PS (June & July 2016)	194.08
Niagara County Public Works	Elec Supply - East Canal PS (June & July 2016)	1,720.40
Niagara County Public Works	Elec Supply - Moyer Lift (June & July 2016)	40.97
Niagara County Public Works	Elec Supply - Shawnee Rd (June & July 2016)	143.54
Niagara County Public Works	Elec Supply - Townline Rd (June & July 2016)	749.55
Niagara County Public Works	Elec Supply - Plant (June & July 2016)	26,314.00
Niagara County Public Works	Elec Supply - Rapids Rd (May & June 2016)	387.79
NYSDEC	(SPDES Municipal Fees)	15,500.00
Time Warner	Internet	757.74
Town of Wheatfield Water	Plant	1,158.60
Verizon	East Canal	25.19
Verizon	Moyer Lift PS	25.19
Verizon	Plant	135.83
Verizon	Rapids Rd PS	25.23
Verizon	Shawnee Road PS	24.85
Verizon	Tonawanda Creek Rd PS	29.56
Verizon	Townline Rd PS	25.19
Verizon Wireless	Cellular Phones & I pad data	81.26
TOTAL		\$ 56,072.57

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Absolute Standards, Inc.	Laboratory Supplies	160.00
Alpha Analytic, Inc.	Lab Analysis	1,094.30
AmeriPride	Carpet Floor Protection	89.50
Applied Sciences Group	Tonawanda Creek drive repair and maintenance	573.90
Blodgett, Thomas	Travel Mileage	57.56
Chudy Paper Co.	Paper Towels & Tissue	239.89
Cummins Northeast, LLC	Tonawanda Creek Generator Repair	871.05
Drake Lawn & Garden, Inc.	Lawn Care Supplies	369.29
Evoqua	Lab Grade Water	293.43
Fisher Scientific	Laboratory Supplies	1,481.71
GHD	August Monthly Retainer	750.00
GHD	Misc. Project Assistance - Scada Support (Project #630191)	2,981.34

GHD	Interceptor Sewer System Hydraulic Model Dev. (Project #11119601)	20,955.00
Gui's Lumber	Maintenance Supplies	530.00
JP Industrial Supply	Maintenance Supplies	540.00
Kemira	Ferrous Chloride	4,152.69
Koester	Circuit Board	365.00
Lakes Pipe & Supply Corp	Maintenance Supplies	281.01
Lubrication Engineers	Oil for Compressors & Turbines	820.80
Masterman's	Laboratory Supplies	480.56
Modern Corporation	Dumpsters	175.27
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	160.00
Niagara GCS	Calibrate gas meter	225.00
Occustar Inc.	2 Employee AED/CPR Training	870.00
Praxair	Maintenance Supplies	109.28
Republic Services	Sludge Disposal	18,064.07
Republic Services	Recycling Service	39.03
Rexel	Maintenance Supplies	331.94
Sampson Cleaning Services	September 3, 9, 17, 24	280.00
Sears	Kenmore microwave for Operations	89.88
Sharp Printing	Electronics Tech Business Cards	47.00
Sunrise Door & Woodworks, Inc.	Door Repair	123.35
Uline	Maintenance Supplies	54.53
Vona, P. Andrew	Monthly Retainer-August 2016	2,500.00
WW Grainger	Maintenance Supplies, wire, occ/vac sensor, submersible sewage pumps, grinding wheel, sump pumps (3)	1,571.69
TOTAL		\$ 61,728.07

<b>TOTAL FORWARDED</b>	<b>\$ 56,072.57</b>
<b>TOTAL APPROVED O&amp;M</b>	<b><u>61,728.07</u></b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 117,800.64</b>

This motion was carried.

Review of the August 2016 Financial Report showed an Operation and Maintenance balance of \$7,993,031.29.

Upon motion duly made by Steve Broderick and seconded by Mark C. Crocker, it was resolved that the Sewer District's August 2016 Financial Report be approved as presented. This motion was carried.

**Communications:**

a. Plant Safety - Mr. Blodgett reported that there was an accident in the lab involving a plant operator on Thursday, September 22, 2016 while performing routine laboratory testing for industrial sampling. Mr. Blodgett wanted to recognize and praise the efforts of several plant staff members including Dan Kummer, Aaron Earsing, Matt Scive, and Liz Lesold; as they all went above and beyond the call of duty and performed their safety and first aid training flawlessly. Mr. Blodgett stated that this is just another example of how successful and proud the District should be of our first aid and safety program.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

a. NYSDEC Chemical and Petroleum Bulk Storage Inspections - Mr. Timkey reported that the District received the NYSDEC inspection report for the last two pump stations (Townline Road and Shawnee Road) and Shawnee Road had a minor paperwork violation to be completed. Mr. Timkey stated that paperwork on the other inspections has completed.

b. Plant Overhead Door Replacements - Mr. Timkey reported that two overhead doors at the Sludge Building, and three overhead doors at the Maintenance Building need to be replaced under the District's Repairs and Maintenance Fund line. He stated that three quotes were received and that Sunrise Door & Woodworks, Inc. was the low bidder. Mr. Timkey requested Board Authorization for approval of the low bidder, Sunrise Door and Woodworks, Inc. for the removal and replacement of (2) 24'-2' X 18' rolling overhead doors with operators at the Sludge Building and (3) 12'-2" x 12' rolling overhead doors at the Maintenance Building in the total amount of \$23,810.00.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request of the low bidder, Sunrise Door and Woodworks, Inc. for the removal and replacement of (2) 24'-2" X

18' rolling overhead doors with operators at the Sludge Building and (3) 12'-2" x 12' rolling overhead doors at the Maintenance Building in the total amount of \$23,810.00. This motion was carried.

c. Rapids Road Pump Station - OEM Pump Drive Replacement - Mr. Timkey reported that the third of the original pump drives at the Rapids Road Pump Station requires immediate replacement. He stated that the other two drives had recently been replaced and that the original drives/parts are OEM replacements. Mr. Timkey requested Board approval for the purchase of an Allen Bradley drive package (equipment/parts) in the total amount of \$5,782.50 from Rexel Associates for pump #3 at the Rapids Road Pump Station.

Upon motion duly made by Steve Broderick and seconded by Mark C. Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request for the purchase of an Allen Bradley drive package (OEM equipment/parts) in the total amount of \$5,782.50 from Rexel Associates for pump #3 at the Rapids Road Pump Station. This motion was carried.

d. Repair of (2) Catch Basins and Removal of (1) Process Water Hydrant at Treatment Plant - Mr. Timkey reported that two catch basins need to be repaired and one process water hydrant (that is not connected to the plant's potable water supply) need to be removed. He stated that three quotes were received and that J.R. Swanson Plumbing Co., Inc. was the low bidder. Mr. Timkey requested Board Authorization for J.R. Swanson Plumbing, Inc. as the low bidder for the repair of two catch basins and the removal of one process water hydrant (that is not connected to the plant's potable water supply) at the treatment plant in the total amount of \$3,600.00.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request for approval for J.R. Swanson Plumbing, Inc. for the repair of two catch basins and the removal of one process water hydrant (that is not connected to the plant's potable water supply) at the treatment plant in the total amount of \$3,600.00. This motion was carried.

**Administrative Directors Report:**

a. 2017 Budget - Mr. Blodgett reported that the District's 2017 Budget was submitted to the Office of Budget and Management on September 9, 2016. He stated that he anticipated a few minor adjustments to some of the benefit and insurance lines; and if there are any increases, he will adjust other lines within those accounts in order to offset and maintain the overall budget as presented. He will present the District's final budget at the 2016 Budget Presentation to the Niagara County Legislature in November.

b. Preliminary Tax Computation Schedule - Mr. Blodgett presented a spreadsheet containing each individual Town's preliminary EDU numbers as provided to us by the Office of Real Property Tax Services. Mr. Blodgett stated that the only significant increases or decreases that will effect changes in these numbers are new residential dwellings, as well as any increases/decreases in water use for industrial/commercial users. Mr. Blodgett asked the Commissioners to have their Town Assessor's review these preliminary EDU's and provide any discrepancies, and he would coordinate with John Shoemaker at Real Property for the final tax roll EDU numbers typically available in November.

c. Public Hearing Notification regarding Sewer District Assessment - Mr. Blodgett reported that the District is responsible for notifying property owners subject to special assessments of the public hearing regarding the 2017 budget. In the past, postcards have been sent to property owners in the Towns of Pendleton, Lewiston, and Wheatfield with assessments of \$350,000 and above. Mr. Blodgett requested Board authorization to send out said notifications for this year.

Upon motion duly made by Wright H. Ellis and seconded by Mark C. Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to notify property owners, subject to special assessments with assessed values of \$350,000 and above in the Towns of Lewiston, Pendleton, and Wheatfield, of the Public Hearing regarding the 2017 County Budget. This motion was carried.

d. 2017 Emergency Repair Contract - Mr. Blodgett reported that last year the District requested a one year extension to the Emergency Repair Contract to both Milherst Construction and Mark Cerrone Inc. He stated that only Milherst Construction replied to extend their contract. Currently, the Milherst contract is valid through December 2016. Mr. Blodgett stated that he would like to continue the emergency repair contract as it came in very useful when the District had the interceptor sewer collapse in the Town of Pendleton along Transit Road in 2014. Mr. Blodgett stated that he would like the contract to be re-bid and would like to work with GHD to review the bid package and assist with engaging more contractors to bid. Mr. Blodgett requested Board authorization to meet with GHD to review the current Emergency Repair Contract and re-bid the Contract for the 2017 calendar year.

Upon motion duly made by Wright H. Ellis and seconded by Mark C. Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to meet with GHD to review the current Emergency Repair Contract and re-bid the Contract for the 2017 calendar year. This motion was carried.

e. 2016 Town I/I Requests - Mr. Blodgett reminded all of the Commissioners to submit their project paperwork for Town I/I reimbursements prior to the end of the year in order to receive their individual Town's allocated I/I funds for the 2016 fiscal year.

f. Polymer Bids - Mr. Blodgett reported that we received two bids for the District's Polymer Contract. One bid was from Solenis, LLC and the other bid was from Polydyne, Inc. (our current supplier). He stated that GHD completed a review of each bid and an analysis as to which product each company submitted will provide the lowest possible cost to the District. Mr. Blodgett and Ms. Misiti explained that the Solenis bid was the lowest as their cost per ton of dewatered sludge was less due to the percentage of active polymer is higher and as such, the District would need to dose less of the Solenis product as it is more concentrated. Mr. Blodgett recommended Board approval to accept the bid of Solenis, LLC for Liquid Polymer (Bid No. NCSD 16-03) at the one year contract price of \$0.91 per pound active Polymer. The one-year contract is effective from November 1, 2016 to November 1, 2017.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the bid of Solenis, LLC for Liquid Polymer (Bid No. NCSD 16-03) at the one-year contract price of \$0.91 per pound active Polymer. The one-year contract is effective from November 1, 2016 to November 1, 2017. This motion was carried.

g. Aeration Blower Building Roof Quotes - Mr. Blodgett reported that the plant Aeration Blower Building is approximately 17 years old. Mr. Blodgett stated that in a few years a complete roof rehabilitation will be needed at a cost of approximately \$90,000 plus engineering fees. He stated that Tremco has a liquid applied flood coating that has a 20 year warranty and that the District has funds available in this year's repairs and maintenance budget. By completing the roof rehabilitation using the liquid applied coating, the District would be able to save approximately two-thirds the cost of a full rehabilitation on the roof. Mr. Blodgett reported that three quotes were received for the 2016 Aeration Blower Building Roof Rehabilitation Project and the lowest bid received was from Progressive Roofing in the total amount of \$33,000.00. Mr. Blodgett requested Board Authorization to award the bid of the Aeration Blower Building Roof Rehabilitation to Progressive Roofing in the total amount of \$33,000.00.

Upon motion duly made by Mark C. Crocker and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby award the bid of the Aeration Blower Building Roof Rehabilitation to Progressive Roofing in the total amount of \$33,000.00. This motion was carried.

g. Pump Station Roof Inspections/Surveys - Mr. Blodgett reported that four of the seven District pump stations will need roof rehabilitation in the near future. He stated that Weatherproofing Technologies, Inc. completed a detailed roof inspection at Tonawanda Creek Road, Rapids Road, East Canal Road, Shawnee Road Pump Stations at no cost to the District. Based on these inspections, these pump stations may be candidates for the 20 year warranty liquid applied coating. In order to verify if these stations are possible candidates for this type of rehabilitation, a roof moisture survey/scan is



required. Mr. Blodgett requested Board authorization for Weatherproofing Technologies, Inc. to complete an infrared roof moisture scan/survey and core inspections at the Tonawanda Creek, Rapids Road, East Canal and Shawnee Road Pump Stations for the total cost of \$2,850.00.

Upon motion duly made by Steve Broderick and seconded by Mark C. Crocker it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Weatherproofing Technologies, Inc. to complete an infrared roof moisture scan/survey and core inspections at the Tonawanda Creek, Rapids Road, East Canal and Shawnee Road Pump Stations for the total cost of \$2,850.00. This motion was carried.

**Engineering Report:**

1. General Retainer (GHD Project No. 630191)
  - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
  - BOARD ACTION REQUESTED – None
2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
  - Project underway.
  - BOARD ACTION REQUESTED – None
3. 2016 O&M Projects (GHD Project No. 11119361)
  - Precon meeting held on Sept 2<sup>nd</sup>. Project underway.
  - BOARD ACTION REQUESTED – None
4. Interceptor Sewer System Hydraulic Model Development Project (GHD Project No. 11119601)
  - Progress meeting held on Sept 22<sup>nd</sup>. Additional data to be collected for model database.
  - BOARD ACTION REQUESTED – None
5. 2016 District I&I Project (GHD Project No. 631143)
  - Precon meeting held on Sept 2<sup>nd</sup>. Project underway.
  - BOARD ACTION REQUESTED – None
6. New Automation Controllers and SCADA System Project (GHD Project No. 11124698)
  - Project underway.
  - BOARD ACTION REQUESTED – None

7. Aeration Gate Actuation Project (GHD Project No.11124772)

- Proposal for Professional Engineering Services
- **BOARD ACTION REQUESTED – Discuss/consider authorization for proposal**

Ms. Misiti presented to the Board a proposal for the District's Aeration Gate Actuation Project as presented in their letter dated September 28, 2016. The District's plant has several methods of treatment and the ability to switch between conventional and contact stabilization modes. The plant achieves better biochemical oxygen demand (BOD) and total suspended solids (TSS) removal, and overall improved secondary treatment when operating in conventional mode; however, under high flow conditions at the plant, the operators are required to switch to contact stabilization mode to maximize the volume of wastewater sent through the secondary treatment system and to minimize bypass events. Ms. Misiti explained to the Board that each new actuator will have the ability to be controlled locally by push button, manually by hand (in the event of a power outage), and remotely via the District's updated SCADA system. Ms. Misiti stated that the GHD proposal includes design for the installation of the new actuators, gate position switches, PLC's and SCADA system connection, and provide start-up assistance and debugging. Ms. Misiti requested Board approval for GHD's proposal for the District's Aeration Gate Actuation Project proposal for the design, bid, construction administration and resident inspection for the total not to exceed amount of \$28,700, as per the table in GHD'S proposal letter dated September 28, 2016.

Upon motion duly made by Wright H. Ellis seconded by Steve Broderick it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Ms. Misiti's request for Board approval for GHD's proposal for the District's Aeration Gate Actuation Project proposal for the of design, bid, construction administration and resident inspection services for the total not to exceed amount of \$28,700, as per the table in GHD'S proposal letter dated September 28, 2016. This motion was carried.

**Attorney's Report:**

Mr. Vona reported to the Board that as our Sewer Law was originally approved at the County Legislature and that any subsequent amendments will need to be amended at the County Legislature once

approved by the District Board. He stated that he has reviewed the draft of the proposed resolution. Mr. Blodgett stated that the proposed amendment change needs to pass through legislative committees and a public hearing will need to be held. Mr. Blodgett stated that he would see that the changes to the Sewer Use Law are addressed at these administrative meetings.

**New Business:**

1. Town of Pendleton I/I Project - Mr. Blodgett presented a letter dated September 1, 2016 from Jim Argo, The Town of Pendleton's Water/Sewer Superintendent's for the Town of Pendleton's 2016 I/I Project consisting of the infiltration/inflow leak repair of 25 gravity sewer connections. Mr. Blodgett requested Board approval for the Town of Pendleton to be reimbursed in the amount not to exceed \$20,000 for said 2016 I/I Project.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for the Town of Pendleton to be reimbursed in the amount not to exceed \$20,000 for their 2016 I/I Project towards their contract with R.I.C. Plumbing for the infiltration/inflow leak repair of 25 gravity sewer connections. This motion was carried.

2. November and December Administrative Board Meeting – Due to the Thanksgiving and Christmas holidays, the Board is rescheduling the November meeting to Wednesday, November 16, 2016 and the December meeting to Wednesday, December 14, 2016.

**Adjournment:**

Upon motion duly made by Mark C. Crocker and seconded by Wright H. Ellis the meeting adjourned at 4:48 p.m.